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Agenda Item 6a

November 15, 2011

TO: MEMBERS OF THE FINANCE COMMITTEE

- I. **SUBJECT:** Annual Contracts and Procurement Activity Reports for Period July 1, 2010 through June 30, 2011
- II. **PROGRAM:** Operations Support Services Division
- III. **RECOMMENDATION:** Information Only
- IV. **ANALYSIS:**

The purpose of this agenda item is to present the Annual Contracts and Procurement Activity reports for Fiscal Year (FY) July 1, 2010 through June 30, 2011. The reports include procurement activities (purchase orders) and all contract activities (consulting and service). The following reports are submitted for your information:

- Annual Procurement Activity Report (Attachment A)
 - Contains information for all new purchase orders and amendments during the reporting period.
 - There was an increase of approximately \$22 million (30 percent) from FY 2009-10. The majority of this increase can be attributed, not to PSR, however, to several Information Technology (IT) projects within existing resources including back-up & restore/disaster recovery, printer refresh, PC refresh, and several software/license maintenance agreements. These projects and expenditures have been previously reported in the monthly Assistant Executive Officer (AEO) IT report to Finance. Additionally, the IT Consulting Services-Spring-Fed Pool contracts expired in March 2011; therefore, all new contracts and resulting purchase orders (largely supporting the PSR project) were initiated and executed.
- Annual Consulting and Service Contracts Report (Attachment B)
 - Contains information for all consulting and service contracts (with encumbrances of \$50,000 and above) during the reporting period.
 - There was a decrease of approximately \$27 million (8 percent) from FY 2009-10. It should be noted that the Accenture contract did not have any encumbrances for FY 2010-11 and all Accenture payments processed in FY 2010-11 were from previous encumbered funds which were included in the FY 2009-10 Report.

V. STRATEGIC PLAN:

This item is not a specific product of the Strategic Plan or current Annual Plan, but is part of the regular ongoing workload of the OSSD.

VI. RESULTS/COSTS:

N/A

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